



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
December 7, 2017
5:30 p.m.**

Economic Development Authority:

Present:

Dennis Novitzke - Dist. 1; Mickey Johnson, Vice-Chairman - Dist. 2; Wyatt Walton, Chairman - Dist. 3; Jim Lusk - Dist. 5; Kelly Harmony - Dist. 6; Jim Messier - Dist. 7

Absent: Matthew Braud - Dist. 4

Staff Present: Traci Blido – EDA Secretary; Carl Boggess – County Administrator; Patrick Skelley – County Attorney

Staff Absent: None

Transcriber: Julia Peters

Guests: Steve Wilkerson, Board of Supervisors - District 3

(1) APPROVAL OF AGENDA

Mr. Walton asked for approval and/or any amendments to the Authority's December 7, 2017 agenda.

Mr. Johnson moved, seconded by Mr. Lusk, to approve the December 7, 2017 EDA agenda, as presented.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Adopted Unanimously

(2) APPROVAL OF MEETING MINUTES –November 2, 2017

Mr. Walton asked for approval and/or any amendments to the Authority's regular November 2, 2017 meeting minutes.

Mr. Johnson moved, seconded by Mr. Lusk to approve the November 2, 2017 meeting minutes, as presented.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Abstain: None

Adopted unanimously

(3) REPORTS

A. Economic Development Director's Report

Mrs. Blido stated that she has been bombarded by inquiries from interested parties and prospects about all of our parks and was thrilled to see such activity. She attended the Virginia Economic Development Association meeting where Governor McAuliffe said he made 1,063 announcements this year and 78% of those were for existing Virginia businesses. She said we have focused on existing businesses as well this year. These businesses want to be here, they have new orders and want to spend money on new machinery and are looking at efficiencies for the future. Mrs. Blido reported that the open position has been posted so she will be getting some help, but resumes are still coming in. She hopes to review them this coming week and have interviews in December so someone can start in January. A Roanoke Times article quoted her regarding the Colonial Pipeline in Montvale. She said we are not sure what the economic impact will be, but we are concerned for the 30 jobs that may be lost when the Pipeline closes and we will do whatever we can to assist. She spoke to Todd Haymore, Secretary of Commerce and Trade yesterday and wanted him to keep it on his radar and think about the transportation impacts that may come from the closing. She also stated that Mary Zirkle will be the new Bedford Town Economic Developer and it will be interesting to see how we will work together. Mrs. Blido thanked the Authority members for a great year because so much was accomplished this year.

B. Monthly Financial Report

Staff reviewed the financial report with the EDA.

C. Monthly Accounts Payable Report – Bills that have been paid

Staff reviewed the accounts payable report with the EDA.

(4) TOWN OF BEDFORD

A. Bedford Update

Mrs. Blido reported that she will have to navigate when she and Mrs. Zirkle will be working together and on what type of Town matters they will be involved. Mr. Boggess said he is not sure what Mrs. Zirkle's job duties will be, but he thinks she may be doing more supplemental work, community development, and working with problem properties. Mrs. Blido said Mrs. Zirkle had worked previously in the County Planning and Zoning office and she would be great in writing any community block grants and will be good in the role and they have always worked well together.

(5) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Ratify grading contract award

Mr. Boggess said the grading and moving the dirt will cost between \$240,000-\$250,000 which are very good numbers. George E. Jones is the contractor and David Bays is a subcontractor and they have worked together on many jobs. Mrs. Blido said they are already cutting timber on Lot 3b and Lot 4 has quite a bit cleared. It is exciting to see the lots being prepared. Mr. Lusk had questions regarding what the monetary estimate was originally and Mr. Boggess answered his questions.

Mr. Messier moved, seconded by Mr. Johnson to approve the execution of the grading contract.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Abstain: None

B. Update on LU Lot 1 construction

Mr. Boggess, Mr. Wodicka, and Greg Zody, Community Development Director, went to a quarterly meeting with LU. LU presented an update on their plan and the only thing they have added is a food service building. If they plan to sell to the public for profit, the revenues would be taxable. They expect to be open for business for fall 2019. They have hired a firm to prepare a master plan which should be ready in mid 2018 with several options for the airport runway. They still expect to submit drawings of the buildings to the Authority and plan to present them at the February meeting if the drawings are ready by that time.

C. Discussion as to possible site work for Lot 5

Mr. Boggess said Lot 5 will lend itself to small lot development. He is asking for the Authority's approval to talk to Bif Johnson of Hurt & Proffitt regarding a layout of small lots of 1/2 acre to 2-3 acres each since we cannot put anything too large on the lot. He also asked for approval to contact Cliff Coleman of Coleman Adams about prices for cost of a shell building. Discussion followed with no objections. Mrs. Blido stated that a company has requested we work with an engineering firm regarding a master plan of a minipark within the park and this lot may be suitable for that. Shared resources such as parking could be used to save costs and similar types of companies could share work and infrastructure.

D. Discussion as to alternate locations for trail parking

Mr. Boggess stated he was not sure about the original parking locations for the trails. He showed the map to the Authority members of where he thought of moving the parking area on the east for Trailhead #1 and Trailhead #2. The work could be done over the winter when Parks and Recreation staff is not as busy. Discussion followed and there were no objections.

Mr. Lusk voiced a concern when driving in and out of New London Park and the heavy traffic on Rt. 460. He stated VDOT needs to be notified about putting up a traffic light. This will be a safety issue with future development and Liberty coming in and we need to look into it now.

Mr. Lusk also wanted to know if the fire station/rescue squad building would be manned when LU starts up their engineering school. Mr. Boggess stated that the need is several years down the road and there are greater needs for professional EMT's in other locations presently.

(6) BEDFORD CENTER FOR BUSINESS
A. Update on LED lighting at East Coast

Mr. Boggess reported that lighting at East Coast is finished and they are ready to tackle lighting at CVCC.

B. Consideration of LED lighting project at CVCC

Mr. Boggess stated that they received prices from two companies, Litesheet and A&L Electrical. Sheldon Cash of Public Works recommended using the LED flat panels named Litetronics which are made in America and installed by A&L Electrical which is a company in Forest. The cost is \$58,100. LiteSheet would have cost \$71,232. CVCC just signed a new lease so they are happy where they are

located and the electrical bill should go down between \$300-400 per month or about 10-15%. There will also be savings in maintenance costs.

Mrs. Harmony moved, seconded by Mr. Messier to accept the recommendation for contract for LED lighting at CVCC

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Abstain: None

C. Consideration to authorize Chairman to execute a lease for Vista Foods property

Mr. Boggess reported the tenant is a family operation with a very good presence in the county for over 10 years. They own five to seven convenience stores including Thaxton Market, H&H Market and Body Camp Market. The lease will be for seven years with five one-year options thereafter and they want to get in for the first of the year and make improvements. We hope to see an increase in sales and therefore an increase in money. The percentage of sales will be about .1% which for 2018 Mr. Boggess hopes will be \$7,000-8,000. The new tenant will put in new lighting, new registers and upgrade the refrigeration units. The lighting costs will be split up to \$7,500. Discussion followed regarding the length of lease, the percentage of sales, and the need to keep the grocery store open since there is a relative food desert in Town.

Mrs. Harmony moved, seconded by Mr. Johnson to authorize the execution of a lease for Vista Foods property

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Abstain: None

(7) MONTVALE CENTER FOR COMMERCE

Mrs. Blido said there is nothing to report this month.

(8) CLOSED SESSION

Mr. Lusk moved, seconded by Mr. Novitzke, that the Bedford County Economic Development Authority enter a Closed Session pursuant to Section 2.2-3711 (A)(3), for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and Section 2.2-3711 (A)(29) as to the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Adopted unanimously

Authority member Mr. Messier made a motion, seconded by Authority member Mrs. Harmony to return to regular session.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier

Voting no: None

Adopted unanimously

On a motion made by Authority member Mr. Messier, seconded by Authority member Mrs. Harmony, which carried on a vote of yes, the following resolution was adopted:

Whereas, the Bedford County Economic Development Authority has convened a Closed Meeting on this the 7th day of December 2017, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, 2.2-3712 of the Code of Virginia requires a certification by the Bedford County Economic Development Authority that such closed meeting was conducted in conformity with Virginia Law.

Now, Therefore Be It Resolved on this 7th day of December 2017, that the Bedford County Economic Development Authority does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Economic Development Authority.

MEMBERS:

VOTE:

Kelly Harmony	Yes
Mickey Johnson	Yes
Jim Lusk	Yes
Dennis Novitzke	Yes
Jim Messier	Yes
Wyatt Walton	Yes

(9) ALL OTHER EDA BUSINESS

The 2018 schedule of meetings was reviewed and noted that the January meeting was cancelled and the next meeting of the EDA will be February 1, 2018.

Mr. Boggess noted he has prepared a letter of support for the Chairman's signature regarding Comcast and Shentel grant applications to the Tobacco Commission. The grant applications are for improving broadband at Smith Mountain Lake.

**(10) ADJOURNMENT
7:05 - p.m.**

APPROVED:



Chairman



Secretary